

**THE OFFICE OF THE PARLIAMENTARY COMMISSIONER
FOR ADMINISTRATION (OMBUDSMAN)**

First Floor, No: 14, R.A.De Mel Mawatha, Colombo 04. - Tele: 0112-588798, 0112-585896 Fax: 0112-501126

Complaint Made to the Parliamentary Commissioner for Administration

Ref. No:

01. Name of the Complainant (Mr./Mrs./Miss) :

02. Sex : Female Male Identity Card No

03. Present/Former Designation:

04. Address :

(a) Private:
.....

(b) Official:
.....

(c) District: Divisional Secretariat:

05. Telephone No:

(a) Private : Home : Mobile :

(b) Official: Fax No :

(c) E-Mail Address:

06. Public Officer /Officers and Office/Offices against whom the complaint is made:

(1) (a) Name of the Department/Institution:

(b)Address:
.....

(c) Names of the officers concerned:

(d) His/Her Designation:

(2) (a) Name of the Department / Institution:

(b) Address:
.....

(c) Names of the officers concerned:

(d) His/Her Designation:

07. Briefly state the nature of the complaint.

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08. Briefly state the steps taken/ efforts made by you to resolve the problem.

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09. Have you made any complaint on the same matter to Court, Institution, Organization or to any other Officer?

If so, please state following details including the reference No. :

(a) Court:

(b) Other Institution/Organization:

(c) Officer :

10. What is the relief you seek: (Please state precisely and clearly)

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I declare that the facts stated above are true and correct.

Date:

.....
Signature of complainant

For Official Use Only

Date of Receipt of Complaint :

Date of Commencement of Inquiry :

Date of conclusion of Inquiry :

Result: Refused:
 Allowed:

Before Inquiry / After Inquiry

Date on which the reports were forwarded to Public Petition Committee:

Other Details:

.....
Administrative Officer
Date:

.....
Signature of Subject Officer
Date: